01/22/2008

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
ALARM SYSTEMS CONTRACTORS BOARD
500 JAMES ROBERTSON PARKWAY, 2ND FLOOR
NASHVILLE, TN 37243-1168
615.741.9771   FAX 615.532.2965
www.state.tn.us/commerce/boards

ATTENTION ALL APPLICANTS
- Alarm Contractor Qualifying Agent & Alarm Employee Registration –

FINGERPRINT *SUBMISSION AND PROCESSING* INFORMATION

Option (1):   We will continue processing your fingerprints through the Alarm Systems Contractors Board by forwarding the fingerprint cards you send with the application to the TBI & FBI. *Current reporting time is 4-6 weeks,* prints rejected due to poor quality could extend processing time.

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If you choose this method of fingerprint processing you must:
- Forward (3) sets of classifiable fingerprint cards with each application, and;
- Forward the **$60.00** *non-refundable* fingerprint processing fee in addition to the application fee(s.)
  Prints must be rolled nail to nail by a qualified technician on cards included with the application. All blocks must be completed and the cards must be signed by the applicant. Answer N/A if the question does not apply.

Option (2):   **Cogent Systems (Electronically scanned fingerprint submissions to TBI & FBI.)**
Cogent will charge **$48.00** to scan and transmit your fingerprints to the TBI and FBI. You can make an appointment with this electronic fingerprint scanning company for your applicants. They (Cogent Systems) will transmit the applicant's fingerprints to the TBI & FBI for processing. *Approximate processing and reporting time = 5-10 days.*

Call Center Scheduling: Available Monday-Friday, 8:30 A.M – 4:30 P.M. (Central)
- Call 1-877-862-2425.
- Operators will collect required information and schedule your appointment.
- Be sure to have the correct ORI# when calling: **TN920140Z** and the transaction type required to schedule alarm employee registration applicants is **SA** (Alarm Systems Contractor Applicant) and for qualifying agent applicants the transaction type is **SC** (Alarm Systems Contractor Licensee).

Online Scheduling:
- **www.tennessee.cogentid.com**
- You will enter your applicant information as prompted online.
- Be sure to have the correct: ORI# **TN920140Z** and the transaction type required to schedule alarm employee registration applicants is **SA** (Alarm Systems Contractor Applicant) and for qualifying agent applicants the transaction type is **SC** (Alarm Systems Contractor Licensee).

ATTACH a copy of the receipt for electronic fingerprint submission to the application. **_DO NOT SEND_** the fingerprint cards or the $60.00 fingerprint processing fee with your application.